

JOB POSTING
Connecticut Mental Health Center
Utilization Review Nurse Coordinator – CM26760

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519
Management

Program/Unit: Office of Care

Shift/Schedule/Hours: 1st Shift / Monday – Friday / 8:00 AM to 3:30 PM

Salary: \$58,413.00

Posting Date: September 24, 2012

Closing Date: September 30, 2012

Duties may include but not limited to: The Coordinators duties includes reviewing the documentation for medical necessity, active treatment, billing of services and length of stay; and obtains through telephonic reviews authorization and reauthorization of inpatient treatment necessary for reimbursement. The position will be the chairperson of the hospital's Utilization Review committee of the Medical and Professional Staff that is required by the regulatory agencies. The position will be responsible for the development of the UR plan with the committee and direct the committee in completing the required studies it performs annually. The position is responsible to report to the Medical and Professional Staff Committee of the CMHC. The UR Coordinator is also responsible for the gathering of ORYX® data (National Hospital Quality Measures] . The UR Coordinator will monitor the documentation in the Medical Record to ensure compliance with regulatory agencies, policy and procedures. This information is necessary to maintain the compliance and ensure the integrity of billing data which enhances revenue generation.

General Experience and Training: Five (5) years of experience as a registered professional nurse

Special Experience and Training: Two (2) years of the General Experience must have been in the assessment of the quality and propriety of health care services as required by JCAH and/or Medicare and Medicaid standards and regulations at the level of Utilization Review Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a current license as a Clinical Social Worker, or as a Registered Professional Nurse in the State of Connecticut. Must possess and retain a valid motor vehicle operator's license.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed

2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

DMHAS – Connecticut Mental Health Center ATTN: Robert Paolitto, Human Resource Specialist, (203) 974-7634 Fax : (203) 974-7637

34 Park Street, New Haven, CT 06519

Email : Robert.Paolitto@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities persons with disabilities and in recovery are encouraged to apply. **(P-1)**